



HUMAN RESOURCES & DEVELOPMENT

TULARE COUNTY

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CAREER OPPORTUNITIES

Week of April 4, 2016

A separate application and supplemental application must be completed for each recruitment. Human Resources & Development must receive applications and any other required materials by the filing deadline. Applications must be submitted online at: www.co.tulare.ca.us/hrd. Incomplete and late applications will be disqualified. These recruitments will establish employment lists to fill vacancies in departments and locations throughout Tulare County.

ASSISTANT COUNTY AUDITOR-CONTROLLER **\$81,927-\$122,889* Annually** **FIRST REVIEW: 4/4/16**
Executive level vacancy in the Auditor-Controller's office in Visalia. Requires Bachelor's degree in Accounting AND five (5) years progressively responsible experience in government or public accounting including three years of supervisory experience. A CPA or Masters degree in accounting is highly desirable. To be considered, please send a comprehensive resume to Tulare County Human Resources & Development Department, 2900 West Burrel Ave., CA 93291; by email to Belszy-perez@co.tulare.ca.us; or by fax to (559) 730-2597. For complete job description, visit www.co.tulare.ca.us/hrd. *May appoint within posted salary range. This is an At-Will position.

ATTORNEY, PUBLIC DEFENDER I-IV **\$56,412 - \$104,285 Annually** **FILING DEADLINE: 4/4/14**
Vacancy with the Public Defender's Office located in Visalia. Under direction, performs professional legal work in the defense of indigent clients. For a complete job description and requirements visit at www.co.tulare.ca.us/hrd.

CUSTODIAL WORKER I/II **I: \$1,782-\$2,172 Monthly; II: \$1,967-2,397 Monthly** **FILING DEADLINE: 4/4/16**
Vacancies in the General Services Department with work locations throughout Tulare County. Clean and service offices, laboratories, and restrooms. Requires equivalent to completion of the 12th Grade. Level II also requires one (1) year experience in janitorial or related building maintenance.

EMERGENCY DISPATCHER I/II **I Level: \$2,961-\$3,608 Monthly; II Level: \$3,270-\$3,985 Monthly** **FILING DEADLINE: 4/14/16**
Vacancy with the Tulare County Sheriff's Office in Visalia. Receive telephone and 911 calls from citizens or other law enforcement agencies or fire departments requesting/reporting emergencies, information and assistance. Requires equivalent to completion of the 12th grade AND one year of general clerical OR a combination of education and experience. **II Level** requires one year of experience as an Emergency Dispatcher I in Tulare County OR one year equivalent 911/emergency dispatch experience in a law enforcement or fire agency. **Applicants must submit a typing certificate verifying net speed of at least 40 wpm before the filing deadline. Online typing tests will not be accepted.**

EXTRA HELP MUSEUM ASSISTANT **\$10.43 Hourly** **FILING DEADLINE: 4/4/16**
Schedule and conduct tours, handle fees, and maintain order during visitor hours. Requires equivalent to completion of the 12th Grade AND two years of experience related to the care of historical artifacts and/or buildings, preferably in a museum setting including planning and working with exhibits and public contact.

EXTRA HELP PARKS & GROUNDS WORKER **\$13.44 Hourly** **FILING DEADLINE: 4/5/16**
Immediate vacancy is for Balch Park. Assist in trimming, pruning, and removing a variety of trees; apply protective substances and spray trees for infestation. Requires equivalent to completion of the 12th Grade AND one year responsible landscape, grounds, and/or tree maintenance experience.

FIELD EVIDENCE TECHNICIAN **\$3,329-\$4,058 Monthly** **FILING DEADLINE: 4/6/16**
Vacancy in the Sheriff's Department in Visalia. Process crime scenes for physical evidence, including collection and preservation of evidence. Requires Associate's Degree or completion of 60 college units in criminal justice or closely related field OR two (2) years experience processing criminal records or evidence in a law enforcement agency.

IT NETWORK TECHNICIAN I/II **I: \$3,505-\$4,272; II: \$4,071-\$4,962 Monthly** **FILING DEADLINE: 4/08/16**
Vacancy with the Information Communications Technology Department located in Visalia. Install, relocate, and remove VoIP hardware, telephone and data cabling systems, Network hardware and Multimedia hardware. Perform preventive maintenance on network hardware, telephone hardware and switching equipment. Requires completion of the twelfth grade, supplemented by vocational or electronic communication equipment training. **Level I:** requires two years of experience in the installation, maintenance, and repair of varied telecommunication and network equipment. **Level II:** requires three years of experience in the installation, maintenance, and repair of varied telecommunication and network equipment.

IT SYSTEMS AND APPLICATIONS TRAINER I/II **I: \$3,806-\$4,639; II: \$4,006-\$4,882 Monthly** **FILING DEADLINE: 4/05/16**
One vacancy with Tulare County Information and Communications Technology Department located in Visalia. Design, develop, and deliver software applications training programs and individual classes; develop and deliver new courses for new and existing software applications, including all course materials, exercises, and skills evaluations. For the complete job description and requirements visit to www.co.tulare.ca.us/hrd

Human Resources & Development
2900 West Burrel, Visalia, CA. 93291 (559)636-4900

APPLY ONLINE AT: www.co.tulare.ca.us/hrd



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TULARE COUNTY

PARALEGAL I

\$2,966-\$3,614 Monthly

FILING DEADLINE: 4/6/16

Vacancy in the District Attorney's Office in Visalia. Prepare various types of legal documents, such as contracts, liens, motions, pleadings, orders, petitions, briefs, resolutions, and ordinances after obtaining necessary facts and background information for review by attorney. Requires completion of an approved paralegal training program OR three years experience researching and drafting a variety of legal documents preferably supplemented by coursework in legal office practices and business law.

REFUSE SITE ATTENDANT

\$2,260 - \$2,754 Monthly

FILING DEADLINE: 04/15/16

Determine disposal charges based on materials, weight, volume and type of vehicle; measure vehicles and calculate volume and load amounts; weigh loads using a digital electronic scale; collect fees, issue receipts and make deposits of monies collected. Requires equivalent to completion of twelfth grade AND on year work experience involving collection of money and dealing with the public.

SECRETARY II/III

I: \$2,915-\$3,552; II: \$3,070-\$3,742 Monthly

FILING DEADLINE: 4/11/16

Vacancy with the Health and Human Services Agency in Visalia. Plan, supervise and direct the day-to-day clerical and administrative activities of the office; act as confidential secretary to a County department head; prepare correspondence and agenda items; edit drafts; operate computers and software applications such as word processing, spreadsheet and data base programs. Requires completion of the twelfth grade and four years of increasingly responsible clerical and secretarial experience involving frequent contact with the public. Type accurately at a speed of 50 words per minute.

PROMOTIONAL RECRUITMENTS

Promotional recruitments are open only to current Tulare County employees with regular or probationary status.

HHS UNIT MANAGER I - CAL WORKS

\$4,919 - \$5,995 Monthly

FILING DEADLINE: 4/13/16

IT SPECIALIST APPLICATION SUPPORT I/II I: \$3,596-\$4,383 II: \$4,192-\$5,109 Monthly

FILING DEADLINE: 4/13/16

SELF SUFFICIENCY SUPERVISOR

\$3,446 - \$4,200 Monthly

FILING DEADLINE: 4/04/16

CONTINUOUS RECRUITMENTS

Applications for the following positions will be accepted on a continuous basis. These recruitments may CLOSE AT ANY TIME WITHOUT FURTHER NOTICE. Qualified applicants will be placed on continuous employment lists and are eligible for consideration for six months.

ATTORNEY, DISTRICT ATTORNEY I/II/III/IV

\$56,412 – \$104,285 Annually

EH AG & STANDARDS INSPECTOR AIDE

\$11.30 Hourly

LIBRARIAN II/III

II: \$41,725 – 50,884 – III: \$46,136 – \$ 56,227 ANNUALLY

Additional employment opportunities available with the Sheriff's Department and the Health & Human Services Agency (HHS). For more information please go to <http://agency.governmentjobs.com/tulare/default.cfm> or contact them directly.

Tulare County Sheriff's Department

Personnel and Training Division

5959 S. Mooney Boulevard

Visalia, CA 93277

Business: (559)735-1825 or 1-800-757-9907

Fax: (559)737-4682

Website: <http://www.tularecounty.ca.gov/sheriff/index.cfm/recruitment>

Tulare County Health and Human Services Agency (HHS)

5957 S. Mooney Boulevard

Visalia, CA 93277

Business: (559)624-8450

Fax: (559)713-3704

Email: humanres@tularehhsa.org

Website: <http://www.tchhsa.org>

Tulare County does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in any of its programs or activities.

Human Resources & Development

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